

BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606



KIRTLAND AIR FORCE BASE 44-102

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Medical Command

DRUG ABUSE TESTING PROGRAM

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OPR: 377MEDGP/SGOMHA
(Mr. David Dragich)

Certified by: 377MEDGP/SGOMHA
(Capt Torris Smith)

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This instruction implements AFD 44-1, *Medical Operations* and AFI 44-120, *Drug Abuse Testing Program*. It also implements Department of Defense Directive (DODD) 1010.1, *Drug Abuse Testing Program*. It assigns responsibility for carrying out the program at base level. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974. The authority for maintaining and collecting the information required by this instruction is in Public Laws 91-513 and 92-255; Chapters 13 and 16 of Title 21, United States Code (U.S.C.); Public Law 92-129; 5 U.S.C. 501; and 10 U.S.C. 8013. System of records notice F160 AF SG D applies. This instruction applies to all active duty Air Force members; Air Force Reserve members, and any other Armed Forces that use the program.

1. Objectives. The purpose of this program is to update responsibilities for oversight and administration of the Air Force Drug Testing Program at Kirtland. The program is designed to deter persons from drug and substance abuse; identify persons who need treatment and rehabilitation services; and obtain data on the prevalence of drug abuse. It also provides drug-testing services for rehabilitation; and develops evidence in support of administrative, rehabilitation services, separations, and actions under the Uniform Code of Military Justice (UCMJ). The program is organized to administer a flexible testing program that meets the above objectives and help commanders maintain the morale, welfare, and health of their commands.

2. Responsibilities. Responsibilities for the base commander, medical treatment facility commander, demand reduction program coordinator, drug test program administrative manager, unit commanders and the Staff Judge Advocate are listed in detail in AFI 44-120, *Drug Abuse Testing Program*, Section B. This publication is available on the Air Force's web site: <http://afpubs.hq.af.mil>.

3. Drug Testing Program Procedures:

3.1. Times and Location. Random urinalysis inspection will be conducted daily. Test site hours of operation are from 1000-1200. Observers will be present for test personnel. Individuals will report to the test site with an observer (NCO or officer) for testing from 0700-1000 and 1200-1600. On weekends and holidays individuals will report to the Veterans Administration emergency room with an observer (NCO or officer) for testing from 1600-0700. The Drug Demand Reduction Office (testing site) is located in the 377th Air Base Wing Headquarters, building 20604, room D-13.

3.2. Notifications.

3.2.1. Trusted Agents (see 4.6.3.) will be notified in one of four ways, either by telephone, e-mail, FAX, or provided envelopes with the names of members selected on the morning of the test. Units must begin notifying individuals **no earlier than** 0800 to report to the test site.

3.2.2. From the time an individual is notified, they have **2 hours** to report to the test site. This time limit is specified by HQ, USAF (HQ, USAF/DPPHS, letter dated 24 Jan 92); it is **not** a local rule. Please ensure that every member selected for testing understands this time limit when they are notified.

3.2.3. The unit **must** indicate on each report on individual person (RIP) the time that person was notified. This is a **crucial** piece of information that is often missing.

3.2.4. The selected members must bring their RIP (signed by the commander or his/her representative indicating the time of notification) and their current and valid military identification (ID) card to the testing site. If an individual reports to the test site without a RIP or if the commander or his/her representative has not signed the RIP, the individual will be sent back to the unit to have the problem rectified. Individuals with an invalid ID card will be sent to Military Personnel Flight (MPF) to obtain a new one.

3.2.5. Once the member arrives at the test site and has produced a valid ID card and RIP they **may not leave** until they have provided a urine sample.

3.2.6. The member's ID cards are retained until the member submits an acceptable sample. After all paperwork is completed, the member's ID card will be returned to them.

3.3. Personnel Status.

3.3.1. Individuals on leave, TDY, or on quarters may be notified of selection immediately upon return to duty. The individual must report to the test site (if testing is in progress) or to the emergency room (ER) within 2 hours of notification. If reporting to the ER, the individual must bring an observer (NCO or officer) from his/her unit. In accordance with AFI 44-120, all individuals will be tested when selected regardless of their return dates. Units must annotate on AF Form 3137, **Unit roster**, each individual's status and their expected return date.

3.3.2. Individuals who work shifts may be notified immediately upon reporting for duty. The individual's status will also be annotated on the unit roster. The selected individual must report within 2 hours of notification to provide a sample.

3.3.3. Members from a flying wing on crew rest may be notified of selection at the completion of the crew rest period. You must annotate their status on the unit roster.

3.3.4. Members who are assigned to the 58th Special Operations Wing (58 SOW) and who are in a "critical training phase" may be notified at the end of the duty day to avoid missing training. A

critical training phase is defined as a block of training which, if greater than two hours was missed, would cause a trainee to fall behind his classmates. Annotation of status on unit roster is required.

3.3.5. Members assigned to Kirtland AFB who are in Professional Military Education (PME) status will be treated as if they are TDY. These personnel will be notified of selection immediately upon return to duty.

3.3.6. Members who test at the ER or on a date other than their randomly selected dates must have their status indicated on the unit roster.

3.3.7. Individual Mobilization Augmentees selected for random testing will be tested on the first day they come on active duty for training. Their status will be maintained on the unit roster.

3.4. Weekend Testing. Weekend testing can be conducted when ordered or requested by the appropriate commander.

3.5. Base, Wing, Squadron, Flight Sweeps.

3.5.1. Base, wing, squadron and flight sweeps will be conducted when ordered/requested by the appropriate commander in authority to order/request such a sweep. **At a minimum at least one squadron will be randomly selected for a squadron sweep once a month.** The random selection will be made using the Air Force Drug Testing Program. The Drug Demand Reduction Office will determine locations where sweeps will be conducted and the selected squadrons will be notified at the time of testing. Sweeps may be conducted on weekends and/or holidays. Commanders are encouraged to use sweeps when there is an indication of drug usage in their units.

3.5.2. Coordinate all sweeps through Mr. David Dragich, Drug Demand Reduction at 853-7374/7375 and Capt. Don Mobly, Chief, Military Justice at 846-4220.

3.6. Observers.

3.6.1. Observers are provided at the test site during regular testing hours (1000-1200). However, if an individual at the test site is unable to give a sample by 1200 then the assigned observer must remain at the test site until 1330. If the individual has not given a sample by 1315, the individual's unit will be notified and they will be required to provide an observer at that time.

3.6.2. If an individual is unable to report to the test site, they must provide their own observer (NCO or officer) and report to the ER for testing. If they fail to bring an observer they will be required to wait until their unit can respond assigns one.

3.6.3. A credible observer is an NCO or officer whose personal integrity is such that commanders and supervisors judge them to be credible witnesses if called on to testify regarding the collection of the urine specimens. Persons with documented instances of offenses or conduct that conflict with their honesty or integrity are not qualified to be credible observers. This definition also applies to individuals selected as unit trusted agents, although they do not have to be NCOs or officers.

3.7. No Shows. Commanders and first sergeants are responsible for having all their members report for testing. Individuals failing to report to the test site without a valid reason are in violation of the UCMJ and the appropriate disciplinary action must be taken.

4. Drug Testing Metrics.

4.1. The Demand Reduction Program Coordinator will provide the following metrics to the wing commander on a quarterly basis to monitor performance of the civilian and military drug testing programs.

4.2. Program quarterly performance metrics shall include:

4.2.1. Number of testing days

4.2.2. Number selected for testing.

4.2.3. Percent of those selected that were tested and percent of those selected that were not tested.

4.2.4. Personnel who failed to report within 2 hours of notification.

4.2.5. Percent that were untestable.

4.2.6. Percent that were positive (all drug categories).

4.2.7. Percent that were positive (by individual drug category).

GARY D. DILLS, Colonel, USAF
Commander